

EPA Official Record

Mail ID: d0b20a1545964a8baaaac8541c645ecb

From: Aoyama, Joyce

To: Prezyna, Ann

Delivered Date: 12/24/2013 01:32 PM EST

Subject: RE: Destruction forms

Attachments: In-House Records Destruction Form ORC AEP 069b 12-24-13.docx [31 KB]; In-House Records Destruction Form ORC AEP030a1 12-24-13.docx [31 KB]

Ann,

Here are 2 forms for you to sign. I wasn't sure if you were the Custodian or Authorizing Official so I left those blank. When I looked at the email again, two were the same FOIA forms. Please resend the 3rd one. I don't know what happened, maybe I somehow overwrote one of the forms?

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Prezyna, Ann

Sent: Monday, December 23, 2013 2:47 PM

To: Aoyama, Joyce

Subject: Destruction forms

Hi Joyce,

Thanks for your message. Here are draft in-house destruction forms for your review and input. Thank you.

Ann
3-1023